



NATIONAL EDUCATIONAL SECRETARY



OCTOBER, 1953

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NATIONAL EDUCATIONAL SECRETARY

The National Association of Educational Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

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OCTOBER, 1953

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Mrs. Melba Demaree

Franklin City Schools, Franklin, Indiana

Deadline dates for material for publication are September 1, January 1, and April 1.

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the PRESIDENT'S MESSAGE

It has been a pleasure and a privilege to represent you during the past year as your president. It has been a year in which we had to curtail some of our activities due to the low amount in our treasury, but I feel it has been a year in which we have progressed professionally by the completion of our first publication, *FILE IT RIGHT*. We are very proud of this manual as it goes out over the country. Our deep appreciation and thanks go to Martha S. Luck and her Filing Committee for the time and effort they put into this most successful project.

I wish all of you might have attended the Convention and Institute at Denver. It was a most enthusiastic group that took part in the meetings, classes, and social affairs. The Colorado educational secretaries went all out to give us a sample of that famous "western hospitality." I extend my personal thanks to all the members of the Convention Committee and the Institute Committee who helped make this week a well-remembered one by all of us.

The group in attendance at the convention approved the following recommendations of the Advisory Council:

1. That the dues be increased to \$4.00 per year and that a copy of *FILE IT RIGHT* be included with membership for the year 1953-1954;
2. That, as a revision of the Constitution for another year, Life Membership dues be studied for increase to keep in ratio with the increase in annual dues;
3. That the state and local associations change the names of their groups to conform with the name of the National Association of Educational Secretaries.

Your officers and executive committee set the following dates for our activities for the coming year:

March 5, 6, 7, 1954—REGIONAL MEETING

Kansas City, Kansas—Headquarters, The Town House

July 19-23, 1954—INSTITUTE FOR EDUCATIONAL SECRETARIES

Central Michigan College, Mt. Pleasant, Michigan

July 23, 24, 25, 1954—CONVENTION, Eugene, Oregon

July 26-30, 1954—INSTITUTE FOR EDUCATIONAL SECRETARIES

University of Oregon, Eugene, Oregon

August 2-6, 1954—INSTITUTE FOR EDUCATIONAL SECRETARIES

University of New Hampshire, Durham, New Hampshire

As you notice, we have tried to locate these activities in different sections of the country. This will give all of you an opportunity to attend at least one activity in your area if you find it impossible to travel a greater distance to the others. We have been highly commended for the professional programs we are offering our group—so plan now to attend these meetings and show your interest in professional growth.

May this school year be a most happy and successful one for all of you.

Emma G. Castner



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MARY E. CARROLL
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THE EDITORS' PAGE

Autumn is the rewarding season of the year when one reaps the harvest of spring planting and summer cultivation. In the autumn fruits are gathered and sorted, then stored for future use, sold to the merchant for the city brother, or cast aside as unfit for consumption.

Nancy digs through the harvest, and as she fills a huge horn of plenty on her table with fruits of the year's work, she muses—

There's a pumpkin. That is the coach that carried secretaries to their first Institute. It was different from Cinderella's coach in that it did not turn back to a pumpkin at the stroke of the hour, but it helped new girls meet Institute veterans, hear intelligent and informed speakers, and introduce them to some of nature's beauty.

The immense bunch of grapes. That represents the individuals who contributed to FILE IT RIGHT. Of course the center stem is the committee that worked out the details and put it into the readable and usable form as it was distributed to us. Grapes do take much care but many people enjoy their bountiful crop; it looks now from reported sales, many will enjoy using FILE IT RIGHT.

Those red apples represent the classes of the summer; each speaker and teacher offered a bit of information that could be stored away, only to be lifted out this fall and tasted, using that applicable to one's particular situation, but reliving and re-enjoying the experiences as one might enjoy the tart juicy apple.

Nancy turns to pick colorful gourds from the basket and wonders how they fit into her allegorical picture, but as

she hears the rattle of seeds, she knows! They are the loose change left over after the summer's work, travel, and school—just enough to pay the new national dues, and like the many seeds of the gourd, the benefits are many of national and state membership in professional organizations.

The constitution or backbone of our organization, Nancy wonders, what in the harvest best typifies this always-useful but ever-changing document. There—why not the hickory nuts? After the outer hull is torn off and the hard shell cracked, the meat is delicious. The constitution as approved this summer seemed to have problems difficult to "crack", but it is printed here as the result of careful thought, much discussion, and the group vote. It is for you to keep, to use, and to ponder as there are more unsolved questions that will come to your attention during the coming year.

The red and yellow leaves Nancy tucks about her fruits as she glories in their beauty—the leaves that are so much a part of one's living—they are jewels of the summer sunshine and rain, and Nancy thinks of the jewels of everyday living spoken by Dr. McFarland in "The Educated Heart" and by Dr. Murphey in "Know Thyself."

Nancy tucks the colorful leaves about the harvest display as she pensively glances again at the pumpkin, the apples, the grapes, the gourds, and the hickory nuts. The harvest has been plentiful, but next year the yield must be increased, greater variety found, and the seeds of this year's harvest scattered on untilled soil.

Mary and Marie

ABOUT OUR AUTHORS

DR. BRADFORD MURPHEY, associate clinical professor of psychiatry at the University of Colorado School of Medicine, was a general session speaker at the Denver Institute. He brought out in his talk some facets of mental health and their implications for self-knowledge seldom pointed out by students in this area of learning. His ideas were so pertinent and helpful that we felt they should be shared with all the national members in addition to those who attended the Institute. Mrs. Roberta Warner, president of the Colorado Association of Educational Secretaries, here reports Dr. Murphey's talk and also information gleaned in an interview with him.

Dr. Murphey is past president of the Denver Area Welfare Council, Colorado Conference of Social Work, and Colorado Neuropsychiatric Society. In addition to his work at the University of Colorado, he is consultant for the Denver Public Schools.

ROBERTA WARNER, who contributed the article on Dr. Murphey's speech, is a native of Oklahoma where she attended the A and M College and majored in education and minored in journalism.

Roberta lives in Littleton, Colorado where she has just resigned her position as secretary to the superintendent of schools to become an elementary school secretary. "This should be the ideal job for me," she says, "as it will allow me to have my summers free to devote to my husband, my two teen-age children, their buckskin horses, and the landscaping project we've planned for our 50-year-old farm house."

DR. KENNETH McFARLAND, educational consultant and lecturer for General Motors, is a nationally known educator and speaker. It was through the newspaper report of his speech in Kansas City so intrigued your editors that they wrote asking permission to reprint it here. Hazel Jordan, his secretary, wrote in part, "I am enclosing an abstract of Dr. McFarland's speech. I am sorry that

we do not have this entire presentation in manuscript form as I am aware that an abstract lacks the sparkle and 'on-goingness' which puts a speech over with an audience." Your editors believe one must have the "Educated Heart" in order to "Know Thyself" and vice versa; therefore, we are especially happy to introduce you to the writings of Dr. McFarland and Dr. Murphey.

Dr. McFarland was a successful school administrator for many years. The modern McFarland Trade School, which he designed and built at Coffeyville, Kansas is named in his honor. The 1951 edition of the Lincoln Library lists Dr. McFarland as one of the seven most famous American educators, past and present.

Dr. McFarland and his family live on a 140-acre "town ranch" in Topeka, Kansas. They raise registered Tennessee walking horses and polled Hereford cattle. Friends sometimes designate him as a "Ph.D. with real horse sense."

THERESA W. TERRIAULT, better known as "Terry", is secretary to the assistant superintendent of schools and assistant secretary to the superintendent of schools in Nashua, New Hampshire. She is corresponding secretary for her state association and a member of the steering committee for the Institute to be held at the University of New Hampshire in 1954. She has been the state membership chairman since 1950 and is a life member of the national association.

"Terry" has attended conventions in Boston, Chicago, Detroit, Denver, and a regional in Boston. Her institutes include Northwestern 1950, Boston 1951, Wayne University, and Denver. She works as hard at her hobbies as she does at her 8-to-5 employment, for we find she has a rapidly growing collection of slides of her travel—travel of the summer and travel of the week ends nearer home. There are nephews and nieces, too, to take her time and interest but who are willing to help in her rock garden and flowers about her home.

VIRGINIA HOLCOMBE GINES, an educational secretary for fifteen years in San Antonio, Texas was president for two years of the San Antonio Educational Secretaries Association. She was elected to serve on the organizational planning committee for two years while attending the Institute for Educational Secretaries at Northwestern University in 1950, and then returned to Texas that summer and was one of sixteen Texas secretaries to form the state association. After serving as second vice-president, she is now first vice-president of that association.

Along with her job at school as secretary to the principal at Woodlawn Elementary School, Virginia's other job is her home where she lives with her husband and her father. She has one daughter and three grandsons.

YVONNE K. BOULIA, secretary at the center for community studies, New York State College for Teachers, Albany, is best known to her friends as "Von." She is a native New York Stater, edu-

cated in the Lake George Union School, Albany Business College, and New York State College for Teachers. She has been employed at "State" for the past six years in the secretarial pool, registrar's office and the Center for Community Studies.

A charter member of the New York State Association, Yvonne is presently serving as its publicity chairman. In addition to her activities in secretarial associations, she is a member of the American Association of University Women, serving on the program committee for the Albany branch; she is President of the Albany Alumnae Chapter of Alpha Iota Sorority, an international honorary business sorority; and she teaches advanced typewriting and business machines in the evening division at Albany Business College.

When time permits, she enjoys her hobby of collecting relics of the French and Indian War and dabbling in archeology. She also likes swimming, skeet shooting and listening to some of the classical music in her records collection.

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KNOW THYSELF

By

DR. BRADFORD MURPHEY

Associate Clinical Professor of Psychiatry
University of Colorado School of Medicine

Reported by

MRS. ROBERTA WARNER, President
Colorado Association of Educational Secretaries

"To know thyself—in others self-concern;

Wouldst thou know others? Read thyself and learn."

—Schiller.

The underlying theme for our national convention this year was understanding the people of the world we live in by learning to know and understand ourselves, and one of the most inspirational speakers on the subject of knowing ourselves was Dr. Bradford Murphey, Denver psychiatrist, well-known in the field of mental health.

Dr. Murphey says, "To satisfy the hunger of the human heart for the good, the true, and the beautiful, we must direct ourselves toward three specific goals:

- A. A goal within ourselves—self-control, which comes through self-knowledge;
- B. A goal outside of ourselves—the control and betterment of the social order through understanding of human relationships;
- C. A goal neither within nor without but above—the other two goals have very little meaning unless we orient our living toward this third goal, which is to achieve a feeling of relationship to and kinship with God. We want to live with a vision of eternity in our minds and a feeling of relationship for all that lies beyond eternity—for God."

Speaking of these goals, Dr. Murphey says further. "We can hardly expect to establish any kind of a good life in our time or in the future except through self-control, and surely we are never likely to get self-control without self-knowledge."

He points out that only as we learn to use our total selves can we begin to understand ourselves. We send our children to school, to colleges and universities, to spend half their lives trying to acquaint them with the external world and how to master it and control it, but quite frequently we fail completely as parents and teachers to stress the importance of acquaintance with the inner world. We take self-knowledge for granted. This assumption that we know ourselves or that we can ever know ourselves without earnest effort and study produces many of the social evils of our day and is the chief factor of frustration in the lives of men and women of our time.

Dr. Murphey sets up eight points by which we may develop self-knowledge, and through it, self-control:

1. Acceptance of our total self—the negative as well as the positive. We must understand that a capacity to hate is as normal as a capacity to love. When we accept the fact that we have hostile feelings—anger, envy, jealousy, hostility and hate—and that such feelings are as natural as the opposite feelings of friendliness, affection and love, we have taken the first step toward the elimination of an inner sense of sin and

guilt, and can then go on to the next step of learning how to direct such feelings properly, to harness our hatred and put it to work for our own personal satisfaction and the satisfaction of others. Guard against the projection of our own inadequacies onto others. Let us seek to get rid of irritations through 'kidding', in humor and play by letting them come out only in sublimated form. We must hate the sin and not the sinner.

2. Discovery of our talents both great and small and the development of our latent skills for our own satisfaction and joy. Our pleasure in developing our talents and skills is greatly heightened when we learn to use them in the service of others. Few people will deny that living can never be effective without this kind of emphasis. Work brings out the best and the noblest in human beings. It is as necessary for happy living as is the trellis for the vine. It holds us up and gives definition and meaning to our lives. In a sense, it is through this kind of personal development that we learn the joy of work—of making, shaping and creating new things and new ways of doing things.

The use of imagination and of memory also helps us to know and control ourselves. Dr. Murphey suggests that we store up rich examples of the true and the beautiful for our relaxing periods of reverie and meditation or for those times when sleep does not come readily. We need to rediscover the faculty of imagination and learn how to use it constructively.

3. Sharpening of our senses and our spirit for the greater perception of beauty everywhere. Learn to catch all the pulsing rhythms of life. Learn to live in the "here and now." The present is full of beautiful and wonderful things: of sunshine, mountains, children laughing, the smell of coffee and bacon in the morning and the cheery greetings of friends. Learn to savor the taste of newly-baked bread and the liquid velvet of cool, cool water. Learn to sense the

harmony and melody and song of life itself. "I think it is quite true to say that the art of effective living consists largely in enjoying the small things that are always within easy reach," he continues.

4. Learning to play as children play. Unfortunately, as we leave childhood, most of us forget how to play. Perhaps we should consider two different types of play. First of all, there is the competitive type, which develops our bodies and our minds and skills and gives us a deep sense of satisfaction and joy. It serves as a means of relieving tension and as a means of sublimating our hostilities and resentments. It is interesting to note that we do not often speak of winning a game but more commonly of "beating" someone in a game, thus clearly revealing the fact that competitive play is a means of draining off hostility. The second type of play is the type that emphasizes laughter, gaiety and rhythmic activity. Dancing is a good example, as are swimming and skating. This type of play relieves tension and provides outlet for many of our unconscious needs, such as hunger for affection and, to some extent also, our hidden hostilities.

5. Learning the secret of love. Discover that love is action and not a state of mind, that care for others comes from caring for others—from tending the young, ministering to the aged, helping the helpless, sheltering the cold and hungry, protecting the weak, and working with the delinquent, the depraved, the degenerate, the demented and the damned of our social order. Love is doing for others, sharing, helping, aiding, feeding, clothing and sheltering those in need of shelter, clothing, food, and affection. Nearly everyone in the world today is consciously or unconsciously seeking love. The world actually is starving for the lack of it. All of us want to receive love, but unfortunately few of us know how to give it, and because we seek it so desperately, we often fail to find it. We

fail because we do not realize that love can only be achieved through giving it, that it comes to us only when we quit seeking it, and as a by-product of giving and service for others. Only through loving, giving and sharing can anyone ever be "beloved", and only when this is done does our life take on a sense of meaning and direction.

6. Learning to see the comedy of life as well as its tragedy. Let us see and feel and cultivate the warmth of humor, the goodness of fun, and the worth of mirth. Learn to laugh, if for no other reason than to keep from crying. Let us seek laughter wherever we can and bring laughter to others wherever and whenever possible. Realize that laughter, deep laughter, releases within us a sudden warming flood of glory that soothes the spirit, quiets the troubled mind and heals the broken heart.

7. Discovery of our sense of kinship with others, so that we will not feel alone and lost in the world. If we look deeply into our hearts, we will discover what lies in the hearts of others and

thus find that others are not alien, but brothers. The best anodyne known for pain, disappointment and frustration is the dedication of one's life to the service of others. Give yourself away. This leaves very little time to think about your own difficulties, and the less you think about them, the less likely they are to bother you. To do this in reality is to live by the Golden Rule. It has worked all through history, it works well today for those who use it, and it is the only really satisfying rule of living for tomorrow.

8. The discovery of our kinship with others—that our neighbor is our brother—inevitably leads to a feeling of kinship with God and a perception of the fact that He is our Father. Actually it is only through the discovery of the brotherhood of man that we ever really come to sense the significance of our son-ship to God.

Perhaps no other discovery of self brings to us the peace and inner quietude and the serenity of spirit which we are all seeking.

THE EDUCATED HEART

By

DR. KENNETH McFARLAND

Educational Consultant and Lecturer
Topeka, Kansas

It is becoming increasingly clear that technocracy is not enough. Never before have so many of our Americans possessed college degrees; never have we had so much wealth per capita; never have we been so physically comfortable. Yet never before have we lived under such tension; never have so many of our people occupied hospital beds for the mentally ill; never have we felt so insecure; never have we seen such a set-up for every kind of flying saucer; never have we been so close to a general failure of the human spirit.

Dr. Millard Faught was thinking along these lines when he sat down on New Year's Eve, 1949, and wrote his

PRAYER FOR MID-CENTURY MAN

Reach out Thy hand, Oh Lord,
And rescue me from my enlightenment.
For I am as a moth
Battered and bewildered in the incan-
descence
Of my own ingenuity.

Give me, Oh Lord, more spiritual wisdom
To leaven the surfeit of my material
knowledge,
For with no peace of mind
My creature comforts mock me
In the vacuum of leisure time.

Show me, Oh Lord, the way that I
should go,
For the brightness of my artificial lights
Seems only to silhouette the darkness
of the world,
And in my search for security
I find new fears.

Deliver me, Oh Lord, from the ironies
of my achievements,
For though I move with the speed of
sound
I know not where I am going.
And though I hear and see through the
invisible air,

I am in growing disagreement with my
brothers.

And spare me most of all, Oh Lord,
From that product of my mundane
genius

Which I fear the most but cannot see.
Before I am destroyed by the infini-
tesimal

Grant me greater understanding of the
Infinite.

We have developed a whole school of thought in America who believe that if we could but solve the economic problems, all our other problems would be automatically solved. During the 1952 steel strike, one leader said that "labor has no problems that cannot be solved by more pay in the envelope." Personally, I am for all the pay in the envelope that we can get, but to say people have no problems that cannot be solved in that manner is fantastic. More pay in the envelope would still leave people just as bewildered as they stand before the open grave of a loved one and contemplate the mysteries of the unknown. More pay in the envelope would still leave people just as hurt inside when those they love betray them, or prove ungrateful, or just plain forget them. More pay in the envelope would still leave people just as unkind, discourteous, and crude as they are now.

W. W. Argow, upon contemplating the whole problem, says:

"In our haste to build Utopia we must remember it is not the regimentation of economic forces that is needed, but rather the discipline of the individual. The answer to our problems will be found in the abiding springs of action in the human heart."

We have educated our heads and our hands; now the need seems to be for an educated heart. The educated heart is a term I borrowed from the late Channing Pollock. It covers an important area of human activity for which we must have a name. Channing Pollock,

with all his genius, could never define the term; so I am sure I cannot. Perhaps we come the nearest to defining it by describing a few of its characteristics.

In the first place, the educated heart permits its possessor to sincerely respect human personality. So many of our troubles in this old world would be avoided if we could but realize how truly important the other fellow is. Such a realization would make us *automatically* courteous. I have noticed that the good executives in every line are the ones who manage in every contact to build people up, and the poor executives invariably use their contacts to tear people down just a little.

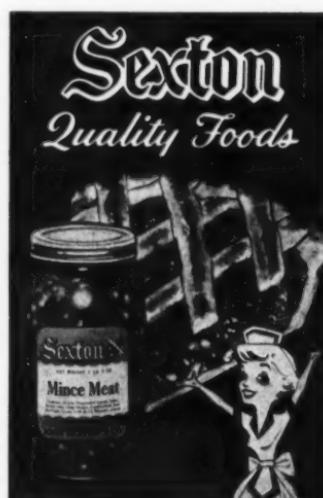
Secondly, the educated heart can distinguish between *happiness* and *fun*. One of the curses of our time is the insatiable desire to have "fun." Too many people are having fun in bars every night and never know the happiness they might have had if they had saved that money for a new home. They prefer the fun of being the best dancer on the floor to the happiness of being the best salesman on the floor. They do not know the kind of happiness that does not have a hangover.

In the third place, the educated heart gives one enthusiasm for worthwhile things. I have become convinced that the deadliest sin on the whole social calendar is the sin of *indifference*. Personally, I am not so much afraid any more of the communists, left-wingers, and crackpots. We have them pretty well labelled and can flush them out when we have to. No, the people I fear the most are the *good* people—who believe the right things, belong to the right things, and "subscribe" to the right things—but who *never do anything about it*. They just "stand" for the right things; they *never move in and help push those things along*.

Finally, the educated heart is characterized by a simple, straight-forward faith in the Infinite and in the eventual rightness of things. If we are to restore integrity to public life, if we are to pre-

serve it in business; then it must become the accepted rule of personal living. Honor has been well defined as "what a man has left when he is sure there is no one looking." One does not need to be a theologian to know that the person who would keep sane, happy, and balanced under the extreme stress of modern living, must enjoy an active partnership with a Power that is higher than he.

"Lord, in this race that we all call Life;
Loaded with trouble; pock-marked with
strife;
We ask no advantage; no head start;
Just grant us the boon of an educated
heart."



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THE NATIONAL CONVENTION

MARIE M. BEATTY

Waukegan Township High School

Waukegan, Illinois

All day Friday, July 24, educational secretaries attending their national convention checked in to their University of Denver dormitory apartments and then gathered in the lounge of the Student Union that evening for the Open House where they met new acquaintances and renewed old friendships.

Saturday morning at the opening session of the convention, after a short but sincere welcome by President Emma Castner, Judge Mortimer Stone of the Colorado Supreme Court spoke to us about General Larimer, a Denver pioneer. Events of Larimer's colorful life made a fantastic story.

The Advisory Council, our representative assembly made up of delegates from affiliated groups, met on Saturday afternoon to discuss the business of the Association. Thirty-three state or local groups were represented. Democracy was in action. If anyone has ever had the idea that the officers "run" our National Association, let her dispel her fears immediately.

A report was made to the Council by Martha Luck of Illinois that our first major publication, *File It Right*, was off the press and ready for distribution. Because it is a publication of our Association, it was felt that every member should have a copy of this manual. The question was should it be sold to members or given to them with the payment of their 1953-54 dues. The answer hinged upon the desire of the membership concerning whether or not annual dues should be increased and, if so, how much.

Since our Association is expanding rapidly both in number of members and in types of services we want to render to educational secretaries and to the schools they represent, the financial wherewithal to accomplish our aims becomes a major problem. Increasing dues—annual, life, and affiliated groups—was a subject of much discussion and concern.

The Advisory Council voted to recom-

mend to the membership at the annual business meeting on Sunday, July 26, that annual dues be raised to \$4.00 and that the publication, *File It Right*, be given to members in 1953-54. They also voted to recommend that life membership dues be increased in the same proportion that annual dues are increased, and that affiliation dues be raised to \$10.00 per year and that an effort be made to get unanimous approval of this last recommendation. (Because this recommendation on affiliation dues had not previously been submitted in writing to the entire membership, it could carry and become effective for 1953-54 only by a unanimous vote of members present at the Annual Meeting. This is also true of the proposal on life membership dues.)

The Advisory Council selected by vote two of its members for membership on the Elections Committee: Shirley Yetter of Colorado and Bessie Ploesser of Missouri.

It voted to recommend to the membership that further study be made on standards and that, to implement this study, the country be divided into seven geographical working groups.

It voted to recommend to the membership that NAES suggest to affiliated groups that the names of state and local groups be changed to conform to the new national name.

These recommendations were typed and handed to the president for presentation to the membership at the Annual Meeting.

The Saturday banquet speaker was Dr. Gordon Johnston, dean of the School of Law, University of Denver. "Wanted—More Screwballs" was the subject of his talk which defined screwballs as those individualists who have the foresight to discover work to be done and problems to be solved and then have the ability and willingness to accomplish the tasks involved.

At the business meeting on Sunday, Fannie Billings of Texas, presented the

proposed revisions to the constitution and by-laws. These items were each considered and voted upon separately.

The recommendations of the Advisory Council were presented and each of them, with the exception of the proposal to raise affiliation dues, received approval of the membership. Since the proposal to raise life membership dues did not receive unanimous approval of the membership present, it must also be presented by mail to the entire membership and cannot become effective until 1954-55.

Martha Luck, Institute Chairman, told the members that NAES has been invited to co-sponsor 1954 institutes for educational secretaries at the University of New Hampshire, Michigan State Teachers' College at Mt. Pleasant, and the University of Oregon. The members voted to hold the 1954 Annual Convention at the University of Oregon just preceding the Institute there.

The highlight of the meeting was the presentation by Martha Luck of our new

publication, *File It Right*. This booklet is a guide to uniform filing in all educational offices. By the careful following of this guide in setting up school files, the secretary will know exactly where to file material that is to be kept and both she and her "boss" will know exactly where to find it.

This fine product of the Filing Project Committee has given NAES courage to embark on the work of another publication during the two-year period 1953-1955. Eleanor Egnor of Michigan is heading up the committee to publish a manual on how to make a handbook for educational offices. It is hoped that this book will be ready for distribution at the Annual Meeting in 1955.

A vista dome bus trip into the mountains and a marvelous steak fry on top of Genesee Mountain Sunday afternoon and evening concluded the convention. The grand finale was the view of the many colored lights of Denver from the top of Lookout Mountain, near the grave of Buffalo Bill.



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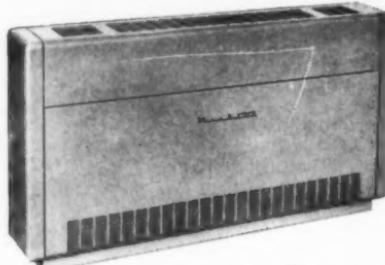
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NANCY ATTENDS SUMMER SCHOOL

Institutes 1953

MARTHA S. LUCK, Chairman

Institute Planning Committee

The summer Institute fever is growing, and NANCY hopes that more and more educational secretaries get "exposed" to this very pleasant type of vacation germ! In 1952 about 350 persons attended the four Institutes on which we had figures, while in 1953 there were 356 registrants at Denver and Boston—with no reports in on Institutes held at Kent, Ohio, at Newark, Delaware, and San Diego, California. Thirty-one states and the Territory of Hawaii were represented in the 257 registrants at the University of Denver; while eighteen states and the District of Columbia accounted for the 97 registrants at the Boston University Institute.

NANCY discovered a great deal this summer about herself, her job, and her world. First hand reports on the programs and activities of these two Institutes are given elsewhere in the magazine in order that those who could not attend this summer still can share to some degree the inspiration of those eventful weeks. From the evaluation questionnaires returned by 280 of the 356 who attended, some interesting facts and comments were revealed. NANCY shares them with you so that you may use the facts wisely.

From the 1952 group, 148 reported that their school or institution had allowed them the time to attend the Institute in addition to giving them their regular vacation period. In 1953, there were 154 who had been given extra time or "professional leave" to attend. However, in 1952, in 119 instances the school paid a part or all of the person's expenses to attend the Institute, while in

1953 only 84 reported they had received such financial assistance. But, 229 replied that they did not make any request for funds—so, perhaps a few well planted suggestions would be in order as secretaries look forward to the summer of 1954!

Comments about the values received from Institute attendance continue as enthusiastic in 1953 as in 1952: "I enjoyed the intense week and look forward to more of the same." I believe all educational secretaries should be required to attend an Institute at least every three years." "Thanks for an inspiring, helpful and enjoyable time." "The most rewarding and productive 'vacation' I've had in a long time." "This gives us self-confidence—adds to our storehouse of experience."

Already the doors are being opened for you for 1954. Those of you who have attended Institutes before have an opportunity to be one of the "happy repeaters", and to the many who have not yet experienced the personal and professional satisfactions to be gained from attending an Institute, we urge you to start planning now to join us at one of the following in 1954:

University of Oregon, Eugene, Oregon—July 26-30, 1954.

Central Michigan College of Education, Mt. Pleasant, Michigan—July 19-23, 1954.

University of New Hampshire, Durham, New Hampshire—August 2-6, 1954.

As NANCY is saying as she steps out and greets hundreds of educational secretaries this fall, "Grow up along with me, the best is yet to be." What better time to begin than the 1953-54 school and professional year!

THE DENVER INSTITUTE

July 27-31, 1953

"IT'S BEEN GOOD TO SEE YOU"

THERESA W. THERRIAULT

Office of Superintendent of Schools
Nashua, New Hampshire

As the words "So Long, It's Been Good to See You" were sung at the last session of the Institute in Denver, many of us sadly realized how rapidly the week had gone by and that the time had come to leave the comfortable University Park Campus Apartments which we occupied, to leave the old and new friends, and leave, too, the friendly city of Denver in "COOL Colorful Colorado".

The Institute for Educational Secretaries held at Denver university was co-sponsored by the University of Denver College of Business Administration, the National Association of Educational Secretaries, the Colorado Association of Educational Secretaries, and the Denver Public School Clerks and Secretaries Association. The registration again showed a definite trend toward professional growth as 256 educational secretaries from 31 states and 1 from Hawaii came to show their interest and to participate in the week's activities.

The theme of the Institute "Know Yourself—Know the World"—was the topic for each session. The lecturers, most of whom have travelled extensively throughout this country and abroad, presented many interesting experiences, helping us realize more than ever the type of world we live in. The secretaries were enlightened on various subjects including government, inter-

national relations, communism, religion, foreign student exchange, medicine, including the workings of socialized medicine in England, psychiatry, and our own field of business education and professionalization.

These general sessions were held twice each day in the Pioneer Room of the Student Union building at 8:30 in the morning and at 3:00 in the afternoon. These sessions were 50 minutes in length. Our national Institute director, Mrs. Martha S. Luck, cheerfully opened each session and after making the necessary announcements, introduced "the introducers," who were chairmen of the various committees. These Colorado Secretaries had the task of introducing the speakers for each session who were of the University of Denver unless otherwise stated: Dr. Cecil Puckett, dean of the College of Business Administration; Dr. Elizabeth L. Fackt, professor of International Relations; Dr. Herbert E. Stotts, professor of Sociology of Religion, Iliff School of Theology; Dr. Joseph Korbel, professor of International Relations and former Czechoslovak Ambassador to Yugoslavia and author of *Tito's Communism*; Dr. Bradford Murphey, associate clinical professor of Psychiatry, University of Colorado School of Medicine; Dr. Arthur L. Miller, pastor Montview Boulevard Presbyterian Church of Denver; Dr. Russell

J. Evans, medical director of Gates Rubber Company, Denver; Mr. Robert L. Blair, counselor for students from abroad; and Mr. Earl G. Nicks, chairman of the departments of Business Education and Secretarial Science.

Upon registering each of us was presented with an attractive University of Denver folder containing the program of classes for the week. Courses of our own choosing were checked on our individual programs. A map of the University campus showing the location of the various buildings where classes were to be held was also included and put to good use as some of our classes were held in the University Hall, the Margery Reed Hall, and the Mary Reed Library as well as in the Student Union.

The following subjects, four of which each secretary followed each day, show the variety of educational interests: News and Report Writing, Writing Fundamentals, Speech Improvement, Office Shortcuts, In-Service Training including Handbook Preparation, Child and Adolescent Psychology, Job Analysis, Office Hostess, Discussion Techniques, Personal Health, Understanding the Arts, Vocabulary Building, Shorthand Brush-Ups, Records Management, Bulletin Boards, Secretarial Accounting, and Supervision. With such courses, how could we help but become more professional minded?

Our instructors were a varied group, including professors from the University of Denver, an assistant personnel manager, an author of magazine articles and a book, an educational specialist of the Air Force Finance Center, an art supervisor, a Denver physician and surgeon, and let's not forget our own educational secretaries Martha Luck, Bettye Wells, and Barbara Jeffers. I could not begin to tell you about our instructors, as from my experience and that of other secretaries with whom I spoke, they were all wonderful and the material they gave us caused time to fly and the periods ended all too soon.

Periods I and II were scheduled from 9:50 through 11:40 A. M. After that time and until 1 P. M. we were on our own and usually to be found in the Student Union building where long lines formed in the cafeteria or in the hospitality room where our hostesses were on hand with the all-important mail from home. Many of us found time to refresh ourselves in our comfortable apartments.

Periods III and IV met from 1:00 through 2:50 P. M., as checked on our programs. Wednesday at 12:30 busses were waiting outside the Student Union building to take the group to the Civic Center campus where Periods III and IV and the general session were held in the Business Administration building. At the close of the general session, refreshments were served by the hostesses and an opportunity given to visit the offices and entire building. This building is comparatively new and we surely would have missed something had we not seen this and other buildings on the Civic Center campus. The offices are places some of us dream of working in, modern in every sense of the word, and Denver university might well be proud to show them.

On Friday, Period III immediately followed Period II and the last class was omitted and the afternoon session began with the luncheon—a must for those taking the course for credit—at 1 P. M. in the lounge of the Student Union building. An interesting lecture was given by Mr. Robert W. Selig, assistant to the president of Fox Inter-Mountain Amusement Corporation. Martha Rahe, chairman of the Institute committee, introduced members of the faculty to the secretaries attending. As all good things must come to end, the meeting adjourned to the tune of "So Long, It's Been Good to See You," to which many added "See you in Oregon, in New Hampshire, or in Michigan."

**IMPRESSIONS OF AN INSTITUTE FROM
"DEEP IN THE HEART OF TEXAS"**

VIRGINIA H. GINES, Secretary

**Woodlawn Elementary School
San Antonio, Texas**

Texas Educational Secretaries, thirteen strong, went to Denver for the National Convention and Institute for Educational Secretaries held on the campus of the University of Denver. All our "cousins" were there too, from 33 states and the Territory of Hawaii.

Now when Nancy National and all her cousins get together once a year, they work hard and they play hard, and this year was no exception. The Denver cousins saw to it that we were not idle for a moment. A wonderful educational program and entertainment was enjoyed by all.

Nancy says, "A professional worker has adequate training and education for her tasks" and in order to keep pace with our training and education, we must "brush up" at least once a year. Martha Luck and Martha Rahe held forth at the Institute and nothing was left undone.

Our book *File It Right—And Find It*, published through the National Education Association, was fresh off the press, thanks to Martha Luck and her committee and the 300 field consultants. We are now officially in print through NEA. Get your copy right away!

"Nothing—no nothing" was as gracious, sweet, and charming as our president, Emma Castner. She was everywhere at once. We Texas Gals had the pleasure of having her with us on several informal occasions as well as in the general sessions and social functions.

The girls from Denver afforded us the Golden Opportunity for all Institute events that held the spotlight in our extra-curricular activities. You would rush to your campus apartment, shower, change clothes, and be ready for the events to follow. There was so much to see in Denver you wouldn't want to miss a thing; concert at Red Rocks theater or visit Elitch's Gardens on Tuesday; Wednesday's free evening with a Coke date afterwards; dinner on Thursday at the swank Lakewood Country Club with wonderful food and equally wonderful musical entertainment by the music coordinator of the city and county of Denver, Mr. Robert Smith. At each place at the table a little gray donkey greeted one; he carried a pick and shovel on one side of his pack and on the other a little pan holding a real gold and silver nugget.

Friday was the Institute luncheon and then it was time to say goodbye. It seems to me the song "To Denver Gaily We Did Come" sums up the feelings of everyone:

To Denver gaily we did come
To gain some knowledge and have fun.
Your hospitality is fine,
We really had a marvelous time.
Thank you kindly for the week;
For greater joy we'll never seek.
Some day we hope to come back too.
Goodbye now for all of you.

"Tune: "California Here We Come."

PARTNERS IN THE EDUCATIONAL ENTERPRISE

By

YVONNE K. BOULIA, Secretary

**Center for Community Studies
State University of New York
Albany**

Monday morning, August 3, found Boston University's Practical Arts and Letters Building creaking at the beams with school secretaries who had traveled from 19 states to participate in the Institute for Educational Secretaries and other Educational Office Personnel. Dr. Donald G. Stather was on hand at the Garrison Street building to meet us and direct any bewildered gals through the labyrinth of halls and classrooms.

The Institute found a large group of old friends and some neophytes gathered to attend classes. At the final count there were 99 registrants. Boston university granted one undergraduate credit for participation in the Institute.

From the inspiring talk by able keynoter Dr. J. Wendell Yeo, dean of the School of Education at B. U., through the stimulating Friday afternoon panel discussion, the Institute was a sure-fire success.

Dr. Yeo set the tone of the meeting when he challenged us, as technically trained personnel to be "situation makers" in human relations. We must learn to live and work with other people, according to Dr. Yeo, taking into consideration their needs and abilities. Suppose, for example, an irate parent comes into the office and demands to see the principal. Who is that troubled parent's first official contact with the school? It is usually the office secretary or stenographer. The way that secretary responds to the parent will often make or break the best efforts of the principal

or superintendent. The office secretary thus sets the stage (makes the situation) for a successful or, unfortunately, unsuccessful solution to the human relations problems being met by her supervisor or by the teachers themselves.

The ensuing four days began at 8:30 a. m. with a general assembly of all participants. The four one-hour sessions, given over to a series of lectures on current world affairs, were offered by representatives from Massachusetts Institute of Technology and from Boston university's department of history.

The remainder of each morning we were permitted to choose two classes from the eight offered in which we had a particular interest or in a subject area about which we wanted to learn more. In the afternoons we were again allowed to choose two more special sections from the nine offered, according to our interests or desires. These sections, as the morning ones, met four times with the same instructor.

On Friday afternoon there was a general session when, under the able chairmanship of Professor Lester L. Sluder of the department of business education at Boston university, we heard an excellent panel discussion of the key responsibilities of the school secretary—her place in and contribution to the business of running a school.

In this well-organized and jam-packed program, planned social events were an integral part. A variety of activities scheduled for evenings included a pic-

nic on the campus, dinner at Hugo's, ring side seats at Cohasset's Music Circus—a theater in the round—a banquet at The Meadows in Framingham, and a shopping tour. A get-acquainted tea and a farewell tea were held in "The Hubba," a student lounge.

What are some other ideas we carried away from the Institute? For the participants, one of the most important contributions of the Institute was the exchange of ideas and points of view on *personal level*. Too often the school secretary as well as others in the educational field feel that the office worker is on the periphery of the really important thing that is going on in the school—education. I think we all left the Institute with an entirely different idea. The inspiring talks we listened to were in great part responsible for this, but perhaps even more important was the fact that these talks set the stage for a great deal of discussion among ourselves of our common office problems.

Special sessions such as Brush-up in Shorthand and Typing, Brush-up in Filing Fundamentals, Brush-up in Secretarial Accounting, and an Efficiency Exchange gave proper recognition to the run-of-the-mill stenographic duties of a school secretary. In addition, other sections in World Affairs, Social Forces in Your Community, Psychological Forces in Education, Your Personality, and Broadening Literary Horizons gave recognition to the sometimes neglected broader aspects of the school secretary's work.

The Institute was lively and productive because people participated actively in it. The activities, social and educational, could be translated into something meaningful to every school secretary.

What did the secretaries themselves think of the Institute? In informal discussions after the seminar meetings, girls commented, "Here are some ideas, some practices which I can take home with me and carry out throughout the school year!" "I didn't realize that the type of work that is being done in my office is also being done, with variations, all over the country!" "This is really something! We're really partners with the teachers, the parents, and the administrators in providing the best education possible for the children of our community."

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OPERATION FILING

MARTHA S. LUCK

Chairman, Central Committee
Filing Manual

Yes, *File It Right* did come off the press in time and was released to the membership of the National Association of Educational Secretaries at the business session of the Convention in Denver, on July 26. No, that doesn't mean that OPERATION FILING is completed—it is really only the beginning! The really constructive and productive work begins as each one of you receives a copy and puts it to work in your office or educational system. The suggestions and classification outlined in *File It Right* have already been put to practical test and use in several offices—and they work! The original or central committee is still on duty to help you in any way possible as you take this first publication of ours and adjust it and adapt it to your own situation. Won't you write us if you have any questions or suggestions?

As you have also learned by now, through your membership letter, your representatives and fellow members at the convention this summer voted to increase our dues from \$2.00 per year

to \$4.00. And, a very important decision, they voted that during our 1953-54 year the membership should receive a copy of *File It Right*. That means that as quickly as your \$4.00 dues reach our treasurer, Melba Demaree, your copy of *File It Right* will be sent directly to you.

A preliminary report from the National Education Association headquarters in Washington indicates that by the latter part of August over 2,000 copies of *File It Right* had been sold. If this sales record continues, it would seem that there may be at least a minor revolution in the educational filing systems of the country. Just imagine the great saving in time, effort, and energy because filing systems will be streamlined and simplified—after the initial extra labor, of course, involved in getting them that way!

Yes, OPERATION FILING is moving along on schedule, and with the continued cooperation of the association membership, it should get into high gear this year.

Oregon Bound

MILDRED FARNER

Secretary, Findlay City Schools
Findlay, Ohio

"Did you hear? The 1954 convention and workshop is to be held at Eugene, Oregon. The Pacific Northwest! I've always wanted to see it and now is my chance!" Such were the comments when it was announced at Denver this summer that next year the convention and workshop is to be held at Eugene, Oregon. My, how the talk flew! Out of it came the suggestion that a tour be organized so that girls wanting to do so, could see as much of that country as possible in the minimum amount of time.

On my way home I conferred with the Burlington Lines in Chicago. The outcome was that a representative from their Cleveland office came to see me and we spent an evening in my home discussing ways and means of getting the best possible tour for you at a price that would not upset your budget too much. I am happy to give you the results of this planning.

Here is the itinerary in detail:

Monday, July 12th

Passengers to arrive Belton, Montana in afternoon, dinner and overnight at Lake McDonald Hotel.

Tuesday, July 13th

Breakfast at Lake McDonald Hotel

Lv. Lake McDonald Hotel	8:30 a.m.	By Motor
Ar. Many Glacier Hotel	11:30 a.m.	By Motor
Lunch, dinner and overnight at Many Glacier Hotel.		

Wednesday, July 14th

Breakfast at Many Glacier Hotel

Lv. Many Glacier Hotel	9:40 a.m.	By Motor
Passengers will arrange to have their baggage ready for inspection at International boundary.		
Ar. Prince of Wales Hotel	11:55 a.m.	By Motor
Lunch, dinner and overnight at Prince of Wales Hotel.		

Thursday, July 15th

Breakfast at Prince of Wales Hotel

Lv. Prince of Wales Hotel	8:00 a.m.	By Motor
Ar. Calgary	1:15 p.m.	By Motor
Lv. Calgary	3:00 p.m.	By Motor
Ar. Banff	5:30 p.m.	By Motor
Overnight at Mt. Royal Hotel.		

Friday, July 16th

Sightseeing general drive around Banff

Lv. Banff	1:30 p.m.	By Motor
Ar. Lake Louise	4:00 p.m.	By Motor
Overnight at Deer Lodge.		

In Denver when we first discussed the possibilities of a tour, it was suggested that it be a circle tour from Eugene, Oregon returning to Eugene in time for the convention. In other words, everyone taking the tour would go to Eugene first and the tour would start from there. After much discussion, the railroad representative finally convinced me that this would not be as practical, both from the standpoint of time, money and retracing of route, as having Glacier National Park as the starting point of the tour. More points of interest can be included by beginning the tour at Glacier Park, otherwise time would not permit us to take in as much as we would like to do. Then too, it will be to the advantage of the girls when buying their railroad tickets. To those interested in taking the tour further information will be forthcoming concerning this point.

Saturday, July 17th

Sightseeing at Lake Louise and overnight at Deer Lodge.

Sunday, July 18th

Lv. Lake Louise	8:30 a.m.	By Motor
Ar. Columbia Ice Fields	12:00 noon	By Motor
Lv. Columbia Ice Fields	2:30 p.m.	By Motor
Ar. Jasper	5:30 p.m.	By Motor
Overnight at Athabasca Hotel.		

Monday, July 19th

Sightseeing around Jasper, overnight at Athabasca Hotel.

Tuesday, July 20th

Lv. Jasper	12:01 p.m.	Canadian National R.R.
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Wednesday, July 21st

Ar. Vancouver	7:00 a.m.	Canadian Pacific R.R.
One hour sightseeing tour of Vancouver		
Lv. Vancouver	10:30 a.m.	Canadian Pacific S.S.
Ar. Victoria	2:45 p.m.	Canadian Pacific S.S.
One hour sightseeing tour of Victoria		
Lv. Victoria	4:30 p.m.	Canadian Pacific S.S.
Ar. Seattle	8:30 p.m.	Canadian Pacific S.S.
Overnight at Olympic Hotel.		

Thursday, July 22nd

Lv. Seattle	8:20 a.m.	By Motor
Ar. Paradise Inn, Rainier Nat. Pk.	12:45 p.m.	By Motor
Lunch on your own at Paradise Inn		
Lv. Paradise Inn	3:30 p.m.	By Motor
Ar. Seattle, Wash.	7:30 p.m.	By Motor
Lv. Seattle	11:45 p.m.	Great Northern R.R.

Friday, July 23rd

Ar. Portland	6:45 a.m.	
Columbia River Highway Tour to Bonneville Dam		
Lv. 9:00 a.m. for 5 hours returning at 2:00 p.m.		
Ar. Portland	4:45 p.m.	Southern Pacific # 11
Ar. Eugene, Oregon.		

The cost of the tour is \$173.14 and includes all expense from arrival at Belton, Montana to departure Prince of Wales Hotel after breakfast, one way motor Prince of Wales to Banff, one night Hotel at Banff, sightseeing at Banff, one way motor fare Banff to Lake Louise, two nights Hotel at Lake Louise and sightseeing at Lake Louise, motor Lake Louise to Jasper, two nights at Jasper, one way rail fare Jasper to Eugene, Oregon, sightseeing at Vancouver, sightseeing at Victoria, Hotel at Seattle, side trip to Paradise Inn, Rainier National Park, and sightseeing at Portland Hotels; two persons in a room without bath except at Prince of Wales Hotel. Additional cost of rooms with bath \$1.00 per person per night. This figure is subject to change as these are fares in effect August, 1953. The cost of the tour will be the same whether four or forty take advantage of it.

It will be necessary for those wanting to take this tour to notify me not later than January 15. This early date is necessitated by the fact that reservations must be made that early so as to assure accommodations at Banff, Lake Louise, and Glacier National Park.

The Burlington Lines will correspond with the ticket agent in the city of any

girl signifying her intentions of taking the tour so that he can assist her in every way possible to get the maximum amount from her railroad ticket at a minimum cost. Space will not permit me to go into detail concerning this matter, however, I will be glad to answer any questions you may have concerning the tour. How about it? Are you interested?



LISTENING IN

BETTYE R. WELLS
In-Service Training Section
Los Angeles City
Board of Education
450 North Grand Avenue
Los Angeles 12, California

Now that the first hustle and bustle of getting school re-opened is beginning to quiet down to a steady roar, you may enjoy reading about some of the activities of your fellow school secretaries across the country. Because of an early September printer's deadline, most of the reports concern activities of late spring.

Your Listening In Editor will be very happy to receive copies of your publications, so that news of your plans and accomplishments can be shared with other Nancys. Publicity chairmen are requested to add Listening In to their mailing lists.

We especially like to include the names of officers of local and state associations; if your group does not have a regular publication, the secretary is urged to send in a list of the 1953-54 officers.

May you all have a busy, happy, successful year.

ARKANSAS

"Ann of Arc" is busily engaged in completing plans for the annual fall meeting. Following the pattern set by the Arkansas Education Association, which changed its meeting date from Spring to Fall, the Arkansas State Association of Educational Secretaries will meet in Hot Springs during November. One of the fine accomplishments of this group is gaining membership in the teacher's retirement system of the state.

North Little Rock

Members of the North Little Rock Association of Educational Secretaries meet monthly for combined business and social affairs. One of the big events of the year is the annual Thanksgiving ban-

quet, to which invitations are extended to the Superintendents and Principals.

A current project under way is the preparation of a handbook, designed to meet the needs of new secretarial employees and also be of assistance to administrators.

CALIFORNIA

Beginning its third year of activity, the California Association of Educational Office Employees co-sponsored, with the University of California Extension Division, a five-day Institute. All sessions were held at the Hotel Manor in San Diego, where the girls enjoyed two "dips" a day in the hotel's private swimming pool. Morning sessions were under the leadership of Dr. Samuel J. Wanous of UCLA, whose general topic was "The Secretary and School Administration", and L. L. Bloomershine, Principal of San Diego's Point Loma High School, who discussed "Significant Trends in Education." Afternoon special activities included field trips to the New Education Center of the San Diego City Schools, the world famous San Diego Zoo, and a tour of the harbor.

Following the Institute, the State Association held its regular summer conference and business meeting. Speakers at the general sessions and banquet included Dean Herbert Peiffer of San Diego State College; R. S. MacDonough, Commissioned Warrant Officer, Hospital Corps, Eleventh Naval District; Mrs. Emily N. Ziegler of the San Diego Vocational School; and Joseph F. Santoianni, Jr., Special Agent in Charge of the local FBI office. An outstanding social event was the conducted tour into Old Mexico.

Leadership of the group is in the capable hands of Annette Uehling, of

San Diego. On the resignation of Elizabeth MacKeown, who is on leave of absence to tour Europe, Annette moved to the presidency, having been the Association's first vice-president.

Los Angeles

The Secretarial Association was well represented at the Denver convention by the following 1953-54 officers: President, Irene Illingworth; Vice President, Helen Turner; Corresponding Secretary, Mary Ball; Auditor, Eugenia Hampton; and Past President, Thora McClintock. Other officers, installed at the annual June Breakfast, are: Second Vice President, Evelyn Ziegler; Third Vice President, Eileen Taylor; Recording Secretary, Eleanor Barlow; Treasurer, Grace Bauhof; Representatives, Helen Bingham, Lela Morris, and Jean Ward.

As one result of a classification study carried on for some time, a new class of "Secondary School Secretary" has been established for the secondary schools; this has long been recommended by the Secretarial Association. Congratulations on your successful job analysis!

Stockton

A new clerical Chapter of the California School Employees Association was organized in Stockton last spring, with 79 charter members. First president of the new chapter is Harold Daley, of the purchasing department; other officers are Ezane Crumb, Vice President, Lillian Dixon, Secretary; Lloyd Wilson, Treasurer.

Clerical staff workers are credited with contributing to the success of "Leave It All Behind", an original Musical comedy presented by Stockton School employees as a benefit for the PTA-sponsored free lunch program. Given three performances in March, the show played to standing-room-only houses every night, and the profit provided \$3,000 for the lunch fund.

COLORADO

As a group affiliated with the Colorado Education Association, members of the Colorado Association of Educational Secretaries participate in the hospitalization and welfare plans and legislative planning of the teachers organization. Paying a lesser amount of dues than the teachers, the educational secretaries receive the CEA Journal but are not permitted to vote.

A number of "local" groups have been formed covering large territories in some of the sparsely populated areas, in some cases using athletic leagues as units.

Pikes Peak Peggy, published four times a year, keeps all members informed of current activities.

The spring meeting of the State Association was held in April at Hosa Lodge in the mountains west of Denver. Cooperating in plans were the Suburban Secretaries, Jefferson County District R-1 members, and the Aurora group. Mrs. Maude Frandsen, coordinator of Colorado History in the Aurora grade schools, gave a talk on Colorado. Mrs. Frandsen is author of a new textbook on Colorado, and illustrated her talk with colored slides.

Denver

The annual Spring luncheon of the Denver Public Schools Clerks and Secretaries Association was held in May at the Lakewood Country Club; State and local school officials were guests. Officers for 1953-54 were introduced: President, Shirley Yetter; Vice President, Lola Wilkins; Secretary, Dorothy Jennings; and Treasurer, Gladys Mahoney.

The program included vocal selections by Franklin Barger, and a review of "Lemon Jelly Cake" by Mollie Lee Beresford.

Western Division

A group of twenty-four secretaries from the Western Division met in Grand Junction in early spring. Representatives were present from Mesa, Delta, and Montrose Counties. Meeting in the Green Room of the LaCourt Hotel, Dr. Horace Wubben, President of Mesa College addressed the group on ethics and professional standards.

Northern Colorado

School secretaries from eight school districts and one county superintendent's office met at the Fort Morgan High School in March for a very successful organizational meeting. A full day's program included a tour of the school, the business offices, and new gymnasium and agriculture buildings; a business meeting at the Fort Morgan Country Club, luncheon, and a discussion meeting. Hostesses for the day were Clara Caldwell, Mary Harding, and Judith Wagner, all of Fort Morgan schools.

CONNECTICUT

The Connecticut Association of Educational Secretaries will hold its annual convention on October 31 in Stamford. Speaker for the occasion will be Louise Henderson Nelson, first president of the National Association and supervisor of secretarial service for the Philadelphia

schools. The theme is "The Three R's—Readiness, Responsibility, Recognition."

Active committees of the Connecticut Association include an election survey committee, which is making a study of the present method of election by mail; the legislative committee, continuing its study of the possibility of having educational secretaries included in the state retirement act; the research committee, surveying the state for information on working conditions, salaries, and information regarding attendance at conventions with time off and/or expenses. The standards committee, after summarizing questionnaire returns concerning educational background and experience of secretaries now employed, plans to develop suggested standards.

DELAWARE

The spring meeting of the Delaware School Secretaries Association was held on June 13 and 14 at Rehoboth Beach, with "Della Ware" making her first appearance. Welcome to a new cousin joining Nancy's expanding family!

A Conference for School Secretaries was held at the University of Delaware in July, co-sponsored by the Division of University Extension and the Delaware Association.

DISTRICT OF COLUMBIA

The Association of School Secretaries, Division 2, Public Schools of the District of Columbia, has the following officers for 1953-54: President, Burnes P. Jones; Vice President, Mae W. Gaddis; Recording Secretary, Viola E. Craig; Corresponding Secretary, Katherine A. Tignor; Treasurer, Ina R. Lindsey. Executive Committee Members are: Lucy E. Hawkins, Agnes B. Smith, Helen Y. Smith.

Spring meetings of the Association included the second annual dinner meeting in March, an afternoon meeting in April, and closing picnic on the Chesapeake Bay. Guests and speakers at the meetings were Mr. Francis P. Gregory, Associate Superintendent; Dr. Gladys T. Peterson, Administrative Assistant; Mrs. Josephine C. Smith, Director of Elementary Education; Dr. Mildred Sandison Fenner, Assistant Director of the Division of Publications of the NEA.

GEORGIA

Theme for the year for the Georgia Association of Educational Secretaries is Skilled Secretarial Service. Developed at the spring Planning Council, the state publication gives this goal:

"An 'over view of what we are to do' Is a Spring Tonic proven true.

S. S. S.—three wonder letters Which will make Educational Secretaries 'better.'

SKILLED SECRETARIAL SERVICE is the theme of the year. This goal we shall strive to get near."

The State meeting of the Association was held in Atlanta in March. One of the projects discussed at the meeting was the possibility of having a correspondence course in record keeping given by the University of Georgia. Questionnaires were sent out, and the returns have been forwarded to the University. Speaker at the meeting was Mr. L. H. Walker, of the University of Georgia, whose topic was "How a Secretary can Improve Her Standing."

Eleven district meetings are scheduled for October, and will be held in Savannah, Thomasville, Abbeville, Americus, Griffin, Atlanta, Macon, Rome, Douglas or Waycross, Gainesville, and Augusta. The State Meeting will be held in Atlanta on March 18 and 19, 1954.

ILLINOIS

Fourteen secretaries from Illinois attended the national meeting and institute in Denver the last week in July. Our full quota of seven members represented us in the Advisory Council meeting. All agreed that Colorado hospitality is super. Everything there is big, from the tremendous mountains to the boundless cordiality of each individual Colorado citizen.

Mary Carroll and Frieda Zochert, co-chairmen of our IAES Fall Conference at Northwestern University's Chicago Campus October 23 and 24, indicate that plans include Friday night's Smorgasbord dinner and puppet opera at Kungsholm, the business meeting and panel of administrators Saturday morning and the luncheon and inspirational speaker that noon.

Vera Johnson and the Danville girls sent out their interesting first Newsletter covering advance information on the Fall Conference and on memberships the middle of September. It served to focus our attention back from vacation-lands into the realities of school and association work.

Chicago

The June issue of *Educational Progress in the Chicago Public Schools* carried the following article about school clerks:

SCHOOL CLERKS SERVE AS PUBLIC RELATIONS COORDINATORS

Position Transformed Over the Past Quarter Century

Webster says that a clerk is "One employed to keep records or accounts, or to have charge of correspondence, or the like." This was a fair description of the Chicago school clerk's job when the position was established twenty-five years ago, but—like the silent movies of the same period—those days are gone forever.

Genevieve M. Watson, Director of the Bureau of School Clerks, pauses in her busy day to reminisce a bit about the old times: "At the start," she says, "we even had trouble getting principals to discontinue such practices as writing all their own requisitions in longhand, keeping their accounts in a notebook, and recording registration by passing a large register book around from room to room for each teacher to enter the names of her pupils.

"The public relations aspect of our work wasn't even dreamed of," Miss Watson continued. "Of course, in those days the principal's office had very few outside contacts, either. There were comparatively few PTA's; parents rarely visited the school unless summoned by the principal; there were no student councils and only limited student activities; and schools were rarely visited by central office supervisors, state visitors, psychologists, or any other similar persons now considered essential to the operation of the school. There were no social centers, practically no committee meetings, no adjustment teachers, no teacher-librarians, no school radios, very limited visual aids, and very few lunches served in the schools. Traffic to and from and within the school consisted of little more than the pupils going back and forth to class.

"Today the school clerk is the principal liaison person in the school—we might say that she is the hostess of the building. The principal, the teachers, the custodial staff, and the pupils depend upon her to receive people graciously, to answer questions patiently, and to dispose of traffic problems through the proper channels. All of this, of course, is in addition to her regular clerical and secretarial duties.

"The job is both challenging and fascinating," Miss Watson said, as she started to glance over a stack of papers her own clerk had brought in. "In my visits around the schools, our clerks often

speak of the deep satisfaction they feel in working where there is such fine teamwork, and where they, in turn, can try to carry some of the spirit of the school out to its patrons."

From *Educational Progress in the Chicago Public Schools* June, 1953.

INDIANA

The Indiana Association of School Secretaries cooperated with the School of Education and the School of Business of Indiana University in sponsoring a two-day Conference for School Secretaries in April. The program was planned on the basis of suggestions made by members, and individual participation was heightened by use of round-table discussions; there were addresses on current topics of particular interest to school secretaries. Eighty-five secretaries were registered for the conference, and plans are underway for a similar meeting next April.

The Association will hold its annual meeting in October at the Hotel Lincoln in Indianapolis.

IOWA

Members of the Iowa Association of School Secretaries will gather in November for the annual meeting. Held in connection with the convention of the Iowa State Education Association, the Saturday program is expected to include a business meeting, luncheon with a speaker, and a discussion meeting. Efforts are being made to establish a regular newsletter to help keep the members informed of plans and activities.

KANSAS

An outstanding event of "Katie Kansas" last year was the workshop at Lawrence. Speakers and topics included Frank Dobyns on business letter writing; R. J. Trelease of Remington Rand on filing which was illustrated by a film and the distribution of booklets on how to be a "super-secretary"; Dorothy Jacobson of Macy's was the luncheon speaker; Dr. John Ise of the University of Kansas was banquet speaker. Other sessions included round-table discussions and a panel-discussion.

The Kansas Association of School Secretaries will meet in November in Wichita; Frances Stemm of the University of Kansas is to be chairman of the round-table for that meeting.

LOUISIANA

New Orleans

Affiliated with the National Association, the New Orleans Public School Secretaries Association has an active

membership of approximately thirty-five. Monthly meetings are held during the school year; last year, in-service training credit was allowed by the Orleans Parish School Board to those members who attended the Association meetings. "Standards for School Secretaries" was the theme of the year, and outstanding educational leaders in the community presented a wealth of helpful information on the topic.

Officers for 1953-54 are: President, Isabell E. Carter; Vice President, Verlia Lawson; Secretary, Ruth LeBeau; Treasurer, Essie Bryant; Publicity, Thelma R. Collier.

MARYLAND

Baltimore

The Public School Secretaries of Baltimore obtained the cooperation of Morgan State College in setting up courses leading to a degree in the business field. The first classes were scheduled to begin in June, with extension courses offered during the fall, for the convenience of the secretaries employed during the day.

This plan of working with local institutions to establish classes meeting the specific needs of school secretaries is one that can be followed by many organizations. Maybe YOU will be surprised to learn how much cooperation is available to your group!

MASSACHUSETTS

The annual meeting of the Massachusetts Association of School Secretaries, held in Boston during May, was attended by approximately one hundred. The following officers were elected at the business meeting: President, Gwendolyn Frederickson; Vice President, Dorothy Manha; Recording Secretary, Clara Graeffer; Corresponding Secretary, Mary Brady; and Treasurer, Dorothy Reckenorff.

A musical program for the luncheon meeting was furnished by students of Newton High School; speaker of the afternoon was Mrs. Mildred Buchanan Flagg, whose topic was "Your Call to Greatness."

Important dates for "Betty Bay State" include a panel discussion at Sturbridge on October 24, "Bosses' Day" at the Hotel Kenmore on January 9, and the annual meeting at the Hotel Somerset on May 8, 1954.

Newton

Members of the Newton School Secretaries Association enjoyed a pleasant

tour of the world via a hobby of necklaces. Mrs. Alice M. Stewart, a member of the faculty, who has the only registered collection of necklaces in the United States, was the speaker for the Spring meeting. A classroom globe was used to show the origin of each necklace received. Some of the pieces are of great age, predating the birth of Christ; others are of semi-precious stones, while others are of value because of personal or geographic association.

The June meeting of the Newton Association was held at the Marlboro Country Club; guest of the evening was Mary Lee Underhill, the high school graduate who was awarded the first Association scholarship. Margaret Sadler was re-elected president.

MICHIGAN

As a result of action taken at the annual convention in April, the state organization is now known as the Michigan Association of Educational Secretaries. This thirteenth annual conference was held at Kellogg Center on the campus of Michigan State College with more than 160 in attendance. Among the speakers were Robert Slaughter, Vice President and General Manager of the Gregg Publishing Company; Horace King of the College faculty, who helped plan a long-range program of transplanting American college philosophy to a university in the Ryukyu Islands; and Dr. Virgil Rogers, Superintendent of Battle Creek Schools and Past President of the American Association of School Administrators. Speaker at the Sunday morning breakfast was our own Martha Luck.

Guiding the activities of "Merry Mich" for 1953-54 will be Lucretia Nichols, President; Eleanor Egner; Vice President; Lorraine Parker, Corresponding Secretary; Agnes Debronski, Recording Secretary; Gertrude Johnson, Treasurer; Bessie Miller, Delores Mead, Helen Radak, Elinor Schrage, and Rena Bell Yunt, as Board Members. Editor of the Newsletter is Rosemary E. Robinson, Grand Rapids.

A sectional meeting will be held on October 23 at Flint. Plans call for a lecture by Robert Yelton Robb of Wayne University, and a discussion of the CPAS award by Miss Margaret Treanor, President of the Michigan Association of the National Secretaries Association.

Dates for the annual convention have been announced as April 23, 24, 25, 1954; headquarters will be the Hotel Statler in Detroit.

Detroit

Two of the activities of the Detroit Association of School Secretaries which provide real, and quite different, help to the members are the making available of a group insurance policy, and the publication of a personnel directory. This directory lists all of the approximately 600 members, giving home address and a cross-reference listing by school and department.

The Association sponsors, each fall, an Institute Day for all Board of Education office employees. Planned for the same day that is set aside for teachers' meetings, the programs for the office employees vary from practical discussions of the work of the secretary and clerk to broader topics of civic, national, and international affairs.

Flint

Sixty-two secretaries and friends gathered for breakfast "on the house" at a local restaurant. They were guests of one of the radio stations at a regular weekly broadcast, and had a grand time. Several of the girls were interviewed on the air, gifts were received, and another unusual activity was recorded.

Philanthropic deeds of the Flint Association of School Secretaries last year included the sending of a girl to Camp for a week, aiding a former school secretary who was stricken with polio, and establishing a relief fund for the sister of a school secretary. The secretary, two sisters, and both parents lost their lives in the tornado, and the relief fund aided the sister while hospitalized.

Grand Rapids

Following a Spring business meeting at the Junior College Building, members of the Grand Rapids Association of School Secretaries enjoyed a square dance. Under the direction of Katherine Sheehan of the Recreation Department, this was a most enjoyable occasion.

The annual May dinner was held at the Chalet in Lamont, with girls from East Grand Rapids receiving special invitations to attend. Team No. Eight, under the chairmanship of Florence Huntley, was in charge of arrangements.

Oakland-Macomb

The Oakland-Macomb Association of School Secretaries held its Spring Institute in March at Van Dyke. Speakers were Dr. Marion Edman of Wayne University, whose topic was "How to Swallow a Prejudice Without Choking"; and Miss Alice Carlind, also of Wayne University, who showed the film, "By Jupi-

ter," which served to stimulate discussion on mutual problems.

The Annual Banquet was held in Birmingham in April. Over two hundred secretaries and their administrator-guests enjoyed the fun, food, and inspiration. "The Heart of Public Relations" was the topic of the address given by Dr. Clarence Hilberry, Acting President of Wayne University.

Officers installed at the banquet included President, Eleanor Schoenberg; Vice President, Barbara Roberts; Corresponding Secretary, Myrtle Bungart; Recording Secretary, Anna Marie Predmore; Treasurer, Jeanette Washington; and Board Members, Ocie Baker, Madeline Simpson, and Winifred Quigg.

MINNESOTA

"Accent on You" was the theme of the Spring Conference of the Minnesota Chapter, National Association of Educational Secretaries. Held at the Radisson Hotel in Minneapolis during May, the conference was attended by eighty-two enthusiastic secretaries. A fashion show during the luncheon emphasized the theme; other meetings offered suggestions on the value of an attractive appearance for secretaries and their offices.

A two-day workshop will be held at the Continuation Center, University of Minnesota, on October 16 and 17. Being state-wide in scope, the workshop will place special emphasis on the need for, and the use, preparation, and interpretation of state reports. Members of the State Department of Education will participate in the discussions. Opening with a general session on Friday morning, the meetings will continue until Saturday noon, concluding with a luncheon.

The regular Fall Business Meeting of the Minnesota Chapter, including installation of newly elected officers, will follow the closing luncheon of the workshop.

MISSISSIPPI

The Annual Meeting of the Mississippi Association of School Secretaries was held in March at the Robert E. Lee Hotel in Jackson. Chairman of the forum discussion, "Professional Standards" was Mr. J. E. Williams of Indiana University. Officers elected for 1953-54 are: Peggy DeForrest, Pascagoula, President; Ruby Thompson, State Department of Education, Vice President; Dolores Vinson, Jackson, Recording Sec-

retary; Isabell Watson, Hattiesburg, Treasurer.

The fourth annual workshop was held in the Heidelberg Hotel in Jackson in June. Sixty-one secretaries enrolled for the three-day conference to consider "The Secretary, a Personality." Consultant for the workshop was Dr. A. J. Lawrence of the Department of Office Administration and Business Education, University of Mississippi.

"Magnolia Miss" is proud of the support she has received from local and state school administrators, officials of the Mississippi Education Association, and other educational leaders.

MISSOURI

"Show-Me-Sue from old Mizzou" appeared as cover-girl on the spring issue of *The Missouri School Secretary*. The sketch, drawn by an art student of Kansas City's Westport High School, shows Sue with golden-yellow hair, a light blue suit with white blouse, and red slippers.

The Third Annual Work Conference of the Missouri State Association of School Secretaries was held in April in Jefferson City. The program included group discussions, a panel discussion, lectures, and a tour of the State Department of Education offices; group singing, films, and a skit gave changes of pace. Principal speakers for the week-end were Carl E. Bolte, Executive Vice President of the Berl Berry Enterprises of Kansas City; Kermit A. Crawley, Chairman of the Business Education Department of Stephens College; and Salle Bradt, Fashion Coordinator for Woolf Bros., Kansas City.

NEVADA

As part of the public relations program of the Nevada school district, a fifteen-minute radio broadcast is regularly scheduled. Ruth Weltmer, secretary to the Superintendent; and Nelle Inwood, secretary to the Principal, appeared on one of the programs. The program was transcribed in an effort to reproduce the wide variety of happenings in a school office. Interviews were held and the conversations tape recorded for transcriptions on the radio. Students and teachers cooperated in dramatizing actual situations to give patrons an insight into the complex problems of a school secretary.

NEW HAMPSHIRE

The Spring Meeting of the New Hampshire Association of School Secretaries

was held in Laconia, in conjunction with the State Teachers' Association convention. Thirty-five secretaries attended the business meeting at which revisions of the constitution were discussed; these changes will be voted on at the October meeting when the name of the group will be changed to the New Hampshire Association of Educational Secretaries. Guest speaker for the Spring Meeting was Mrs. Pauline S. Bogh, Assistant to the Superintendent of Schools in Portland, Maine; her subject was "The Role of the Educational Secretary Today."

In cooperation with the State Department of Education, a Workshop for School Secretaries was held on April 30 and May 1, at Plymouth Teachers College. Beginning just as a Superintendents' conference closed, a joint luncheon and panel discussion opened the program. Three secretaries, two superintendents, and a high school principal were panel members; the topic was "The Administrator and the Secretary—We Look at Each Other." The remainder of the two days was spent in sectional meetings, with members of the State Department acting as advisors. The Workshop closed with a general session on "Professionalization." Recreation in the form of square dancing, bowling, and card playing was offered during the evening. Because of the success of this occasion, it is now planned to make a Workshop an annual event.

Laconia

Laconia secretaries are not only members of but take an active part in, the local Teachers' Association. Two members attend every business meeting, and are not only permitted but urged to attend the meetings on school time. Several members are serving on committees. The secretaries have dinner together once a month, then go to the home of a member for a meeting. The group has also enrolled in a pottery-making class which meets weekly.

OREGON

The Oregon Association of Educational Secretaries reports that membership increased 50% last year under the unified membership plan. The final session in a series of three area meetings was held in Portland in May. Earlier sessions were held in Coos Bay and Corvallis. These meetings were particularly valuable in providing an opportunity for the secretaries in a given area to become acquainted with each other and with the purposes and programs of their professional associations.

Eugene

At the May meeting of the Eugene Educational Secretaries Association, the following officers were elected by unanimous ballot: Helen Smith, President; Edythe Wolfe, Vice President; Winnie Bolinger, Secretary; Delman Graham, Treasurer. Plans were discussed for developing a handbook for secretaries.

Members of the Eugene Association anticipate with pride being hostesses for the National Convention and Institute next summer at the University of Oregon. They promise to do their utmost to make the occasion one of pleasure as well as education!

PENNSYLVANIA

"Kitty Keystone" traveled many miles during her first year. This twenty-inch doll has long blonde plaits and beautiful blue eyes. She is dressed as a Pennsylvania Dutch Girl in dark blue and gold (state colors); she has a special display stand and travels in a wooden case, also blue and gold. Since making her first public appearance at the Detroit Convention, she attended meetings in New Castle, Pittsburgh, Harrisburg, and Uniontown. Her first journey by train was to the regional conference in Atlantic City; the trip to Denver was made by automobile.

The Pennsylvania State Association of Educational Secretaries has been particularly interested in certification and much effort was expended in promoting state legislation to authorize the issuance of certificates for educational secretaries.

Philadelphia

May ninth was a memorable day for the more than two hundred persons attending the Annual Luncheon of the Philadelphia Educational Secretaries Association. Guests included Board Members and the Superintendent. Music was provided by the Principals' Orchestra. The Big Show ("Our version of Arthur Godfrey's Talent Scout Program"), included "Beat the Clock" stunts and the newly organized "Fair Secs" chorus. According to the *Messenger*, orchestra seats for a Broadway show would not have provided as much pleasure as the Annual Luncheon.

TEXAS

During the second year of organization of the Texas Educational Secretaries Association, the membership reached 237, with three honorary members. Five issues of the *News Letter* were published and a scrapbook of the organization's

activities was compiled. The annual report of President Fannie Billings gives this information: "The Standards Committee did much research and had several meetings with the legislative committee of the teachers' association in an effort to get the State Legislature to include school secretaries in the teachers minimum salary bill. Through this work secretaries have gained recognition and have been able to present their situation to professional and influential people among school and legislative personnel. The short time we had did not permit us to gather sufficient information to reach our goal, but the information that was collected and the footing we have established gives us a worthy starting point for another year."

Texas educational secretaries are looking forward to their first meeting as a section of the State Teachers Association in Dallas, November 26, 27, 28. A luncheon and business session for TESA is scheduled for Friday, November 27. Speaker will be Senator A. M. Aikin, Jr., of Paris, Texas, father of the Gilmer-Aikin law which has established a minimum salary for teachers in the State. Luncheon favors will be pipe-cleaner secretaries dressed in gay gingham and carrying miniature pencils and notebooks. Elizabeth Howe, Dallas, is general chairman for the TESA meeting.

Dallas

Organized in 1947, the Dallas Educational Secretaries Association has been growing steadily in membership and activity. The program for last year included an orientation day before school opened in September; a Christmas Tea and Open House at which principals, administrative personnel, and secretaries husbands were guests; and a picnic in May at which newly elected officers were installed. A handbook for secretaries, prepared by the Association, is to be distributed this fall. New President is Elizabeth Howe of Crozier Technical High School.

WASHINGTON

Seattle

This enthusiastic account of the forming of a new organization comes from Mildred Clark:

"It was in June, 1952 that a group of Seattle school secretaries sent out a trial-balloon to see whether a real live association of their own would meet with favor among their contemporaries. The favorable response was so general the original committee had a newly

hatched association on their door-step before they quite knew how to prepare for it.

"It was not until the group had their first organization meeting that they learned that Seattle Schools had in their midst, in the person of Mrs. Elberta Macgregor, a former Michigan School Secretaries officer. This good fortune breathed confidence and life into our fledgling organization. No history of the Seattle School Secretaries' Association will ever be complete without a tribute to Mrs. Macgregor's wise and devoted leadership in charting our first year. She has just been elected to her second term as president of the group.

"Planning programs, preparing a constitution, building up a membership, and working together on committees, served to uncover unknown talents in our secretaries, and focused the whole group in a new light in the eyes of our administration. There is nothing unusual in such routine organization procedure, but there is a thrill in making new friends, in establishing professional attitudes toward the daily tasks and recognizing the voluntary bonds of fellowship which tie such an organization together. Thanks to the efficiency and enthusiasm of these committees the end of the year found a fully paid-up membership of 158 secretaries.

"If any one committee may be especially acknowledged, the gold star should surely go to the Salary Committee. With legislative action on budgets delayed long past the usual planning date, it was then imperative that the budget be passed upon as quickly as wisdom would permit. The workmanlike charts and figures prepared by this committee, the restrained and professional way their proposals were presented to the Board members, representing for the first time the Secretaries of the Seattle Public Schools by their own action, not only were a credit to the group they represented, but brought forth most gratifying results.

"The climax of the year of our birth was experienced on May 9th when the first annual luncheon was held. The enthusiastic group recognized the care and thought which had gone into planning this meeting. Their whole-hearted acceptance of the proposal to affiliate with the National Association of Educational Secretaries was the final evidence that our fledgling had really grown

up and is ready to take its place in the larger flock of a truly professional educational group."

WISCONSIN

Another of Nancy's cousins made her national debut at Denver—golden-haired "Badger Belle" of Wisconsin. Dressed as a University of Wisconsin cheerleader, she wears a white hand-knit outfit consisting of a turtleneck sweater, with a red "W" knit into the front and a flare skirt. Perfect in detail, her ensemble includes knit socks, and saddle shoes. She carries her megaphone inscribed with the name of her state. As a protection against the chilling elements, she takes with her a fur cape of genuine badger. (Thanks to Marilyn Mertens of Racine for this delightful word picture of "Badger Belle.")

Milwaukee

In addition to activities concerned with improvement of service and improvement of working conditions, the Milwaukee Association of School Secretaries participates in a variety of philanthropic projects. Last year the Association donated to the Cancer Fund; provided a radio and recorder to a class of special students; contributed to the Legal Defense Fund; it also supported legislative bills concerning an increase in school tax funds. Part of the funds for these contributions were raised by selling Christmas cards.

Installed at a June dinner at the Chalet on the Lake, in the midst of a raging storm, the following officers will lead the Milwaukee Association this year: Myrtle Lucht, President; Mary Martinetto, Vice President; Hermine Fuchs, Secretary; Lorraine Brandstaeter, Treasurer; and Agnes Gaynor, Sgt-at-Arms.

Racine

The April meeting of the Racine Educational Secretaries Association is traditionally Guest Night. With elementary secretaries in charge, the buffet supper was held at the new residence hall for student nurses at St. Luke's Hospital. A tour of the facility and a get-acquainted hour was enjoyed prior to the buffet. Guests included the following "bosses" and their wives: Superintendent of Schools, Administrators from the Board of Education office, Members of the Board of Education, the Director and Members of the Vocational School Board, and Principals.

**EMMA G. CASTNER, PRESIDENT,
ANNOUNCES COMMITTEE CHAIRMEN
FOR 1953-54**

ADVISORY COUNCIL AND AFFILIATION—*Martha Rahe*, University of Denver, 1445 Cleveland Place, Denver 2, Colorado.

AUDIT—*Mary Bowers*, Crawfordsville City Schools, Crawfordsville, Indiana.

BUDGET—*Melba Demaree*, Franklin City Schools, 101 North Hurricane Street, Franklin, Indiana.

CONVENTION—*Josephine Reginato*, Route 1, Box 595, Klamath Falls, Oregon.

ELECTION—*Bessie Ploesser*, 3808 Central Street, Kansas City, Missouri.

HANDBOOK MANUAL—*Eleanor Egner*, 131 Summer Street, Battle Creek, Michigan.

HISTORIAN—*Betty Zimmerman*, 2360 North 52nd Street, Milwaukee 11, Wisconsin.

INSTITUTE PLANNING—*Martha S. Luck*, Northwestern University, 339 East Chicago Avenue, Chicago, Illinois.

MAILING CHAIRMAN—*Julie Heal*, 14375 Artesian, Detroit 23, Michigan.

MEMBERSHIP—*Sara E. Milner*, 35 10th Street, N. W., Atlanta, Georgia.

NATIONAL EDUCATIONAL SECRETARY STAFF—*Mary E. Carroll*, Editor, Proviso Township High School, Maywood, Illinois.

Marie M. Beatty, Assistant Editor, Waukegan Township High School, Waukegan, Illinois.

Bettye R. Wells, "Listening In," Los Angeles City Board of Education, 451 North Hill Street, Los Angeles 12, California.

Ora S. Dolsen, Advertising Chairman, Division of Instruction, 467 West Hancock Street, Detroit 1, Michigan.

ORGANIZATIONAL PLANNING—*Rosalie Kollarich*, 1848 St. Clair Avenue, St. Paul 5, Minnesota.

PUBLICITY—*Ella Mae Flippen*, State Department of Education, Jefferson City, Missouri.

REGIONAL CONFERENCE—*Mildred Byerly*, Administration Building, 107 North Seventh Street, Shamokin, Pennsylvania.

REVISION OF CONSTITUTION AND BY-LAWS—*Fannie Billings*, 2711 Fairmount, Dallas, Texas.

STANDARDS—*Corinne Messenger*, School Board Offices, 22nd and Main Streets, North Little Rock, Arkansas.

PERSONALITIES



Music is truly a common heritage of educational secretaries from all sections of the country. The group singing on the bus trips in the Denver mountain areas during the 1953 convention and institute indicated this most emphatically. The trips were continuously enlivened with singing. A song was barely ended when another was suggested and begun. And—everyone seemed to know both the words and the music of each of them.

In our bus on Sunday's mountain trip, Peggy DeForrest of Mississippi led the singing for a while. She faltered only once in starting a song called for by the girls. And, come to find out, only the name used in the request was unfamiliar to Peggy. When someone else started the song, she immediately recognized the tune, gave it the name she knew for it, and joined in the singing.

She, in turn, had only one number that was unfamiliar to the rest of us. So, she sang it to us once; then, we all chimed in, just like old hands. And now we, too, know "Found A Peanut!"

The Michigan girls on our bus took the lead in singing on the trip to Red Rocks on Tuesday night. Maree Coyle's harmonica gave fullness and depth to our music. Some old, old favorites were brought out and sung with love-enriched memories. "I Had A Dream, Dear," "You Are The B E S T Best," and "My Wild Irish Rose" took me back to college serenades that thrilled me long ago.

Thursday's ride to and from Lakewood Country Club brought us a little

closer to the sentimental with "The End of a Perfect Day," "Loch Lommond," and "Rose Marie."

The evening at Lakewood further emphasized our common musical heritage. Robert Smith, coordinator of music for the city and county of Denver, entertained us in Victor Borge style at the piano and then led the group in singing old and new favorites. His unusual arrangements for calling up sections of the audience to sing at various intervals kept us really alert lest we get lost in the intricacies of his pattern.

A surprise treat came when we were having difficulty with an old Scotch piece. The girls sitting at the table with Elberta Macgregor of Washington started a commotion when they realized she was leading out with the song. Though some persuading had to be done, they finally succeeded in getting her up to the mike and she and Robert Smith sang the Scotch ballad in a rollicking duet. Since he had a broad Scotch burr and she could muster one at will, their handling of the tricky pronunciations was fascinating entertainment.

The whole evening at Lakewood was one of lightheartedness and laughter. Mr. Smith has the unique ability to set a light mood for a party. I laughed until I cried and so did many others in the room. It isn't often any of us laughs with such abandon. It is a good feeling.

We had music with us all through the convention and institute. Every time that Sara Milner of Georgia met up with a piano, tunes rolled out and soon a chorus gathered round to swell the notes. "Enjoy Yourself" has been a prime favorite with the girls of NAES ever since Sara brought her special words for it to the Northwestern conclave. It sort of sets the tenor for the group. And, we do enjoy ourselves whenever we all get together.

It was everywhere evident that the goal of education for a common heritage had been reached in the wonderful group of girls who sang and worked together in the convention and institute at Denver. That we will have many more such grand times together is the wish of your columnist,

Marie M. Beatty.

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